

	<p>Carlton Gardens Primary School</p> <p><b>PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS POLICY</b></p>	<p><b>Authorisation</b> July, 2015</p> <p><b>Review: 2016</b></p>
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**PURPOSE:**

This policy will cover payments for Essential Education Items, Optional Extras and Voluntary Financial Contributions and the parameters, terms and conditions within which these requests may be made:

**IMPLEMENTATION:**

This policy is based on the DET Parent Payments in Victorian Government Schools Policy which was issued in conjunction with Circular S038-2012 Parent Payments in Victorian Government Schools.

School Council and the Finance Committee will ensure that the school complies with the DET policy.

The school is to provide parents with early notice of requests for payment of Essential Education Items, Optional Extras and Voluntary Financial Contributions, (e.g. a minimum of 4 weeks' notice.) Payment may be requested prior to the commencement of the year in which the materials and service are to be used.

The school will not withhold access to enrolment or advancement to the next year level as a condition of payment.

The school will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.

The school may request for voluntary financial contributions when family statements are given to parents.

**Essential Education Items –**

Essential items include materials that the individual student takes possession of, including textbooks and student stationary, art supplies and school uniform.

**Optional Extras –**

Optional extras include instructional support material, resources and administration beyond the provision of the standard curriculum program, camps and excursions, school-based performances, productions and events and year six hooded jumpers.

### **Voluntary Financial Contributions –**

Schools may invite parents and guardians to make a donation in the form of a voluntary financial contribution to the school. These may include:

- Contributions to a building or library trust fund
- Contributions for a specific purpose identified by the school
- General voluntary financial contributions or donations to the school

Parents who have difficulty paying for essential items are to be directed to a range of support options, including:

- Payment by affordable installments
- State Schools Relief for uniform requirements

### **Payment Arrangements and Non-Payment**

Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions:

- Parents and guardians will be provided with an alternative option, such as their child attending a different classroom, if they are not to participate in an excursion or camp;
- Invoices/statements for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a term.
- Voluntary contributions are voluntary and marked with an \* on the Family Statement.
- Under no circumstances will collectors of any type including debt collectors, be used by the school to obtain any funds from parents and guardians

The Principal and Business Manager will ensure any records of payment or contribution by parents and guardians is kept confidential.

The public identification of students or their parents and guardians who have or have not made a payment or financial contribution is deemed unacceptable and will not occur in any circumstances.

<p>This policy was last evaluated by Finance Committee on Monday, 15<sup>th</sup> June, 2015 and ratified by School Council on Tuesday, 16<sup>th</sup> June, 2015. To be re-evaluated in 2016.</p>
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